

**2 March 1998**



***Communications***

***INFORMATION PROTECTION SECURITY AWARENESS  
TRAINING, AND EDUCATION (SATE) PROGRAM***

This instruction establishes the Information Protection Security, Awareness, Training, and Education (SATE) program, provides guidance and responsibility for establishing and managing the program, and defines program goals. It is designed to enhance specific controls and responsibilities associated with the Information Protection SATE program. This instruction applies to all Laughlin Air Force Base (LAFB) organizations, including associate organizations on LAFB.

**1. REFERENCES:**

- 1.1. AFI 33-204, Information Protection Security Awareness, Training, and Education (SATE) Program
- 1.2. AFI 33-219, Telecommunications Monitoring and Assessment Program (TMAP)

**2. PROGRAM OBJECTIVES.** The Information Protection SATE program is designed to train individuals to act or react automatically to protect classified, sensitive but unclassified, and unclassified information generated, stored, processed, transferred, or communicated by Air Force information systems.

**3. PROGRAM ADMINISTRATION:** The base SATE program manager will implement and administer a base-wide SATE program, to include providing training to tenant organizations. Each unit/agency commander/chief will appoint a unit SATE program manager and an alternate to administer the SATE program within their unit. Managers from all major units may pick representatives from subordinate agencies to assist them. Units will submit training figures every six months to the base SATE manager. This will allow the base SATE manager to monitor submissions to assist deficient units in time to prevent an impact to the base's percentage for the number of personnel being trained.

**4. RESPONSIBILITIES:**

- 4.1. The 47 CS/CC will appoint, in writing, a base SATE program manager.
- 4.2. The base SATE manager will:
  - 4.2.1. Use information materials provided by AETC and HQ AFCA.
  - 4.2.2. Provide information protection training to all information systems users, including tenants.
  - 4.2.3. Ensure maximum use of information protection Computer Based Training (CBT) packages, awareness aids, and other available training tools.
  - 4.2.4. Reinforce awareness by placing reminders in the base bulletin and base newspaper.

- 4.2.5. Provide quarterly awareness materials to all unit SATE program managers for dissemination.
- 4.2.6. Conduct an annual SAV to host and tenant unit SATE program managers.
- 4.2.7. Serve as the base point of contact for information protection CBT.
- 4.2.8. Provide training to newly appointed host and tenant unit managers within thirty-days of appointment.
- 4.2.9. Conduct annual or more frequent SATE workshops for unit managers.
- 4.2.10. Collect and consolidate training figures from unit managers and submit reporting metrics to the AETC SATE manager.
- 4.3. Unit commanders/agency chiefs will:
  - 4.3.1. Appoint, in writing a unit SATE program manager and an alternate to administer the program within their unit/agency.
  - 4.3.2. Forward a copy of the appointment letter to the base SATE program manager, 47 CS/SCBS.
  - 4.3.3. Ensure, if possible, a thirty-day overlap prior to replacing the unit SATE program manager.
- 4.4. Unit/agency SATE program managers will:
  - 4.4.1. Establish a unit/agency SATE program following the guidelines of the referenced directives and this instruction.
  - 4.4.2. Administer the initial/annual refresher SATE program training for all unit/agency personnel. The SATE program manager will use, as the primary tool, the Air Force approved Information Protection SATE CBT to accomplish the initial/annual refresher training requirements. For personnel who do not have access to a personal computer during their normal daily duties, paper based training may be more appropriate.
  - 4.4.3. Circulate, throughout the unit/agency, SATE program reading material as it is received from the base SATE program manager. Maintain some type of system, log, file, etc., of tracking materials.
  - 4.4.4. Perform a unit self-assessment using the SATE program checklist and forward a copy to 47 CS/SCBS by 1 June each calendar year. (See attachment 1)
  - 4.4.5. Correct all discrepancies identified in the annual unit/agency self-assessment and base SAV.
  - 4.4.6. Train the alternate unit SATE program manager using the training checklist provided by the base SATE office.
  - 4.4.7. Display current SATE awareness aids throughout the unit/agency.
  - 4.4.8. Submit training figures semi-annually to the base SATE manager. Reports must arrive no later than the 5th workday of June and December. (See attachment 2)
  - 4.4.9. Attend SATE program workshop/training meetings conducted by the base SATE program manager.
  - 4.4.10. Ensure all military personnel, upon PCS, and newly hired civilians receive the initial SATE training before they are assigned user IDs, passwords, granted network access or within 60 days of arrival on station.

Information Protection CBT should be utilized as primary source of the initial training provided by the unit/agency SATE manager. Verification may be obtained from losing unit for individuals who have already completed their initial or annual refresher training.

4.4.11. Maintain a SATE program continuity folder containing as a minimum:

- Letter of appointment.
- Copy of this directive and AFI 33-204.
- Copy of the SATE Self-Assessment Guide Checklist.
- Copy of the most recent base SATE SAV report and unit self-assessment.
- Documentation to support semi-annual training figures turned in to base SATE manager. (*This documentation may be in the form of a database or spreadsheet and does not necessarily have to be maintained in the continuity folder, but should be referenced as to where and how it can be accessed. This is important to provide continuity for a newly appointed manager.*)
- Copy of the last two semi-annual training reports submitted to the base SATE program manager.

4.4.12. Ensure that all administrative telephones within the unit/agency have DD Form 2056, Telephone Monitoring Notification Decal, affixed to them and the notification is placed on all facsimile machines or on the fax transmittal cover sheet, data modems, cellular telephones, hand-held radios, and AISs and networks within the unit/agency. To obtain the correct wording for the monitoring notification, contact the base SATE program manager.

DAN R. GOODRICH, Colonel, USAF  
Commander

Attachments:

1. SATE Assessment Checklist
2. Sample Training Report

SATE PROGRAM ASSESSMENT GUIDE CHECKLIST				
UNIT:		Unit Self-Assessment _____ Staff Assistance Visit _____		
NO.	ITEM	YES	NO	N/A
1.	Does the unit SATE program manager have LAFBI 33-3 and AFI 33-204 on hand? (LAFBI 33-3, para 4.4.11.2.)			
2.	2. Has the unit SATE program manager been appointed in writing? Is the appointment letter current and has a copy been forwarded to the base SATE manager? (AFI 33-204, para 16.)			
3.	Does the unit SATE program manager maintain a SATE continuity folder containing the required material? (LAFBI 33-3, para 4.4.11.)			
4.	Are newly assigned personnel completing training prior to being issued user IDs, passwords, granted network access, or within 60 days of arrival. (AFI 33-204, para 17.1)			
5.	Has the unit SATE manager ensured that all personnel complete annual refresher SATE training? (AFI 33-204, para 17.3.)			
7.	Is Air Force CBT being utilized as the primary training tool for SATE? (AFI 33-204, para 15.7, and LAFBI para 4.4.2.)			
8.	Has the unit SATE program manager maintained supporting documentation of training? (LAFBI 33-3, para 4.4.11.)			
9.	Have semi-annual training status reports been sent to the base SATE program manager? (LAFBI 33-3, para 4.4.8.)			
11.	Has quarterly information articles been circulated and current awareness aids displayed throughout the organization? (AFI 33-3, para 17.4.)			
12.	Are unit self-assessments being performed annually as of 1 June and a copy forwarded to the base SATE program manager? (LAFBI 33-3, para 4.4.4.)			
13.	Have discrepancies identified during the unit self-assessment and/or the base SATE SAV been corrected? (LAFBI 33-3, para 4.4.5.)			
14.	Has the unit SATE program manager and alternate supported the base SATE program by attending SATE meetings and workshops? (LAFBI 33-3, para 4.4.9.)			
15.	Has the unit manager ensured DD Form 2056 is affixed to all unit telephones and that telecommunications monitoring notifications are placed on all facsimile machines and/or cover sheets, data modems, cellular telephones, hand held radios, and networks within the unit/agency? (LAFBI 33-3, para 4.4.12.)			

Conducted by: \_\_\_\_\_ DATE: \_\_\_\_\_

Persons contacted: \_\_\_\_\_

**SAMPLE**

**(YOUR SQ NAME)**  
**UNIT SATE**  
**TRAINING STATUS REPORT**

<b>Month</b>	<b>Initial Trng</b>	<b>Refresher Trng</b>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Totals		
Total Personnel Trained Using CBT _____ Total Personnel Trained Using Paper Based Product _____ Total Personnel Assigned to this Unit _____ Percentage of Personnel Trained _____		

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*(Signature/Date)*

**Unit SATE Program Manager**

**SAMPLE**